

Youth After School Parent Handbook

2015—2016



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Payments for YAS



August 1st	September 1st	October 1st	November 1st	December 1st
September fees paid at time of registration.	October fees due.	November fees due.	December fees due.	January fees due.
January 1st	February 1st	March 1st	April 1st	May 1st
February fees due.	March fees due.	April fees due.	May fees due.	June fees due.

****Helpful payment coupons can be found at the end of this manual.****

A \$10 late fee is applied for any payments made after the due date. If payment is not received within 10 days of the due date, your child will be cancelled from the program. If space in the program is still available, you may call the PRCS Administrative Office (703) 777-0343 to reenroll.

3 Ways to Pay

BY MAIL

Make Check payable to:
County of Loudoun

Mail to:
Loudoun County PRCS
Attention: YAS
20145 Ashbrook Place
Suite 170, Ashburn, VA
20147

WALK-IN

You may pay in person at any Loudoun County Community Center (Hours vary), and the Parks, Recreation & Community Services Admin office at:
20145 Ashbrook Place, Suite 170
Ashburn, VA 20147
Monday – Friday
8:30 a.m. –5:00 p.m.

WEBTRAC

Visit us at
www.loudoun.gov/prcs

(You will need your PRCS household #, password and credit card information)

Payments are not accepted at YAS school sites

Registration for YAS

To register for the YAS program, call 703-777-0343 to confirm that a space is available. Registration forms are available online at <http://www.loudoun.gov/YASForms> and at the Parks, Recreation & Community Services Administrative Office.

To register your child for the program, the following items must be mailed or submitted in person to:

**Loudoun County Dept. of Parks, Recreation & Community Services
20145 Ashbrook Pl., Suite 170
Ashburn, VA 20147**



- Completed Registration Form



- Completed Addendum Form



- Completed VA School Health Entrance Form



- Completed LCPRCS Health & Skills Form if your child has any identified medical, personal care of special needs.*



- \$50 Monthly Program Fee to cover the first month of attendance.

***All children are required to have a copy of their VA School Health Entrance Form on file prior to the first day of attendance. This form can be submitted in person or by mail to the PRCS Admin office.**

Cancellation Policy

If you need to cancel a class/program registration, and you make the request 15 or more days before the start date, a full refund, MINUS a 15% administrative fee (maximum of \$15), will be offered. If you cancel a class/program registration 14 or fewer days before the start date, a refund of 50% will be offered. Cancellation requests must be submitted in writing. The request should be dated and sent by email, fax, or mail directly to the facility manager or program manager offering the class/program.

Please send requests in writing to :

Tabatha.Bradford@loudoun.gov

PRCS– YAS Program

20145 Ashbrook Pl., Suite 170

Ashburn, VA 20147

Dear Parent/Guardian,

Thank you for choosing the Loudoun County Department of Parks, Recreation and Community Services' Youth After School (YAS) program as your child's "home away from home." We begin yet another year working with schools, parents, the community, and with the children to ensure the positive development of Loudoun County youth.

Our staff will make every effort to ensure a safe, quality program for your child. The best way to do this is to have clear expectations about the program. These are your programs, so we need to work closely together to ensure success.

This handbook will provide you with important information about the YAS program. Please read the following information very carefully and if you have any questions, please feel free to ask any staff or contact the Youth Services Division at 703-737-8804.

Let the fun begin when the school bell rings!

Sincerely,

Tabatha Bradford

Youth After School Program Coordinator



Program Goals

Quality Programming

- ♦To provide participants with a safe, fun and friendly environment in which they can learn and grow.
- ♦To provide staff with the training and resources necessary to meet the needs of the participants.
- ♦To provide program activities that are diverse and promote the healthy development of all children.

Community Partnerships

- ♦To create open lines of communication with all Loudoun County Public Schools.
- ♦To reach out to other community organizations to broaden students' awareness of their community and the opportunities and resources available.

Loudoun County Parks, Recreation and Community Services

20145 Ashbrook Pl, Suite 170 Ashburn, Virginia 20147

Monday – Friday 8:30am—5:00pm

Youth Admin: 703-777-0343

Fax: 703-771-5383

www.Loudoun.gov/YAS

Youth Services Division:

PRCS Director- Steve Torpy	703-777-0345	Steve.Torpy@loudoun.gov
PRCS Deputy Director– Jeremy Payne	703-777-0558	Jeremy.Payne@loudoun.gov
Youth & Sports Division Manager- Dave Carver	703-777-0346	Dave.Carver@loudoun.gov
Youth Services Coordinator - Suzy Anderson	703-777-0392	Suzy.Anderson@loudoun.gov

YAS Program

Program Coordinator - Tabatha Bradford	703-737-8804	Tabatha.Bradford@loudoun.gov
Program Assistant - Brandon Wood	571-258-3195	Brandon.Wood@loudoun.gov








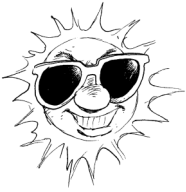
Program Sites

Belmont Ridge	703-724-7863
Blue Ridge*	540-338-3622
Eagle Ridge	703-723-5321
Farmwell Station	703-724-1019
Harper Park**	703-779-9771
Mercer	703 542-7781
River Bend	571-434-2565
Seneca Ridge	703-421-2980
Smart's Mill	703-771-0429

* Blue Ridge YAS also serves Harmony students

** Harper Park YAS also serves Simpson students

YAS Calendar

August & September	October	November	December	January
<p>Aug. 31 First Day of School</p> <p>Sept. 7 Labor Day</p>	<p>October 12 Columbus Day (Program Closed)</p> 	<p>Nov. 2 and 3 Student Holidays (Program Closed)</p> <p>Nov. 25—27 Thanksgiving (Program Closed)</p> 	<p>Dec. 21 – Dec. 31 Winter Break (Program Closed)</p> 	<p>Jan. 1 Holiday (Program Closed)</p> <p>Jan. 4 School Resumes</p> <p>Jan. 18 MLK Jr. Day (Program Closed)</p> <p>Jan. 29* Student Holiday (Program Closed)</p>
February	March	April	May	June
<p>Feb. 15 President's Day (Program Closed)</p> 	<p>March 21—25 Spring Break (Program Closed)</p> 	<p>April 15* Student Holiday (Program Closed)</p> 	<p>May 30 Memorial Day (Program Closed)</p> 	<p>June 14 LAST DAY OF SCHOOL</p> 

Have a GREAT YEAR!

GENERAL INFORMATION

YAS Program Components

YAS participants have daily opportunities to engage in study time and a wide range of recreational activities of their choosing with guidance and supervision by the staff members. Activities will be planned and structured by the staff with emphasis on participant input.

Each participant will have the daily opportunity for:

Snack: A healthy snack.

Study Time: (Monday-Thursday)

At least 30 minutes of time will focus on homework or educationally oriented activities to stimulate creativity and challenge each participant's skills.

Active Play: Games and sports that help each participant build confidence and skill mastery as well as supervised free play.

Creative Play: Creative opportunities are offered in arts and crafts, drama and music.

Special Events: These special events may include guest speakers, sports activities, and community service projects.

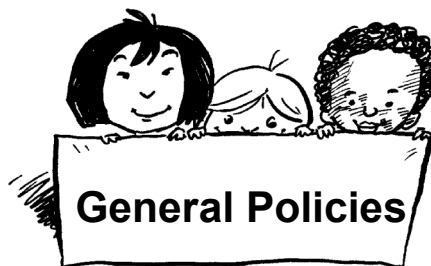
Program Schedule and Fees

Program Dates: August 31, 2015 – June 14, 2015

Program Time: School dismissal – 6:15pm

PRCS also offers teacher workday, holiday and summer programs at various locations. For more information please call 703-737-8042.





1. It is the responsibility of the parents to notify YAS staff of proper registration information and current phone numbers for the child's file. Please request an Information Update Form from your site supervisor to document any changes to your contact information.
2. **Snack Policy:** Snacks are provided at our sites and meet the nutritional needs of the participants as established by the U.S. Department of Agriculture. All snack menus are posted at site locations for parental information. Since we do not supply food for special diets, religious, or medical reasons, parents are required to provide such food for their child. The diet must comply with the USDA nutritional guidelines.
3. Participants are allowed to leave with someone other than their legal guardian (must be age 16 or older) only if written notification from the legal guardian is provided. A participant will be released only to the persons who are listed in the emergency section of the registration form. **Anyone picking up a child must be prepared to show photo identification.**
4. The site landline telephone and cell phone is available for parents/guardians to contact program staff during program hours.
5. PRCS staff are responsible for reporting all suspected abuse or neglect to the Department of Child Protective Services.
6. Limitations on attendance are as follows:
 - A.) Participant's temperature is 100 degrees or over.
 - B.) Contagious illness (Prior to returning to the program, parents must provide a physician's certification that the condition is no longer contagious)
 - C.) Uncontrollable behavior.
 - D.) Early dismissal from school resulting from illness.
7. Each participant will store personal belongings in a designated area. Staff are not responsible for lost, broken or stolen items.
8. **Special Needs:** We will attempt to accommodate a participant's special needs to ensure successful participation in the program.
9. **Schedule Changes:** If your child will be absent from the program please call the site phone number and leave a message to notify staff of the absence prior to the beginning of the program or provide written notification to the site supervisor.
10. **Program Withdrawal:** Please submit written notification of your intent to withdraw your child from the program at least two weeks prior to withdrawal date. (See page 4 for cancelation information)

Code of Conduct: All visitors/children/parents and staff will be expected to maintain a high ideal of composure and communication while at a YAS site. Our purpose is to create a positive, safe and friendly environment for all, at our YAS sites. Any disruption to the daily program will be reported to PRCS upper management and could result on consequences which might affect a specific child/family, guest or staff member. If anyone needs to discuss concerns and matters of importance which might not be appropriate to discuss in front of the YAS participants other parents and guests, please request a meeting time directly with the site Supervisor. All are welcome to follow on their request/concerns directly with the Program Coordinator and/or Youth Development Manager

(please see contact information on page # 6 of this handbook).

Drop-In Policy

Parents may choose to complete a Permission to Walk Form. This allows a child to sign him or herself out of the program at will. YAS Staff will not allow participants who do not have a Permission to Walk Form on file to leave the premises.

Loudoun County PRCS are not be liable for any child after they have signed out. After sign-out, children MUST exit through program doors and leave school grounds immediately.

Site Pick-Up Policy

It is the responsibility of the parent that each child is picked up during specified hours of operation. Participants must be picked up by the parent or another authorized adult (16 and older) designated by the parents.



Attendance/Sign In Policy

Attendance is taken daily in order to account for the safety of all children. YAS policy requires parents to provide a written note or phone message to the site when their child is going to be absent from the program. If your child is not accounted for, YAS staff will contact you to make sure that you are aware of your child's absence.

Many families find it helpful to provide the YAS staff with a monthly calendar, indicating the days when their child will not be attending the YAS program. A monthly calendar template can be found at the end of this manual.

All children are expected to sign in with their arrival time on a daily basis. If a child leaves the school premises, he or she will not be allowed to sign in for the afternoon, this includes children sent home sick, suspension, or the child or parent decides child should walk/ride the bus home.

Late Pick-Up Policy/Procedure



Parents are required to pick up their child/children by closing time. Please pre-arrange a back-up person who will be available to pick up your child in case circumstances prevent you from arriving on time *and list that person as an emergency contact on the registration form*. A late fee will be charged (see below) in the event of a late pick up. If the parent or emergency contact cannot be reached and the site has not heard from a parent 45 minutes after closing, PRCS will request the services of Child Protective Services and the Loudoun County Sheriff's Office.

Late Pick-Up Fee: \$15.00 per child beginning every 15-minute interval. Parents who are habitually late or delinquent in paying late fees will be asked to seek alternative after school programming. **All late fees must be paid in full within 15 days of occurrence.**

Example: Parent arrives any time between:

6:16 - 6:30 ⇒ \$15.00 per participant

6:31 - 6:45 ⇒ \$30.00 per participant

Late payments are not accepted at the site.

(Please see *Payment Methods and Locations* on p. 2)

Behavior Management Policy



YAS focuses on honesty, respect, fairness, trust, caring and responsibility. Program rules are designed for the safety, health and happiness of the children, staff, and volunteers. We want each child to enjoy the activities and to benefit from his/her experience in the program. Please review these rules with your children prior to beginning the program:

Student Agreement

- ★ I will follow YAS rules at all times.
- ★ I will be honest, respectful, fair, trustworthy, caring, and responsible.
- ★ I will treat others with respect.
- ★ I will refrain from abusive language or aggravating others by teasing, bullying, fighting, pushing, or kicking.
- ★ I will follow all school rules that have been detailed in the Loudoun County Public Schools Student Rights and Responsibilities Handbook.
- ★ I will not bring valuables, excessive amounts of money, weapons, or dangerous objects to the Program.
- ★ I will not use or possess illegal substances.
- ★ I will remain seated and use safety belts in county vehicles.
- ★ I will remain quiet and follow directions when asked to do so.

Homework Agreement

- ✓ I will come to the homework area when it is time to work on homework.
- ✓ I will bring to the program the books, notebooks, and worksheets that I need.
- ✓ I will try my best to understand the homework assigned at school.
- ✓ I will write assignments in my planner and bring my planner with me to the program.
- ✓ I will remain quiet and considerate of others during homework time.
- ✓ I will ask for help when I need it.
- ✓ I will bring reading material with me if I do not have homework.

General discipline techniques will be progressive in nature, constructive, age appropriate and will include positive reinforcement for appropriate behaviors and careful explanation of behavior that is unacceptable.

The following behaviors may lead to an incident report, possible suspension, or termination from the program:

1. **Refusing to follow basic safety and program rules.**
2. **Stealing or defacing YAS property, school property or the property of others.**
3. **Bullying and/or engaging in fights (Loudoun County PRCS will call parents to pick up any participant unable to function cooperatively with others or who is a threat to the safety of him/herself or others).**
4. **Repeated disrespect towards staff or rude and inappropriate behavior towards others.**

Immediate termination may occur if YAS staff feel they cannot maintain the safety and welfare of the child or other participants in the program.

Incident Reports

It is the student's responsibility to remain in control and respectful of others' person, property, and feelings. In the event that a student has difficulty maintaining appropriate behavior, a staff member will:

- a. Try to redirect the student so the undesired behavior stops.
- b. Use a verbal warning with constructive suggestions.
- c. Take away a privilege, and suggest an alternative activity.

If a student is disruptive or disrespectful, parents will be notified by site staff. The site supervisor will speak with the parent or guardian at pick-up or by phone. In addition, an Incident Report may be prepared to inform the parent or guardian of behavior that is unacceptable under YAS program guidelines and violates the Student Agreement (outlined on page 11). This report describes the incident, action taken by staff, and any follow up action that may be necessary. A parent or guardian will be asked to sign the Incident Report on site and a copy will be made for site records. A parent/guardian signature indicates that the parent is aware that an incident has occurred. An Incident may result in a suspension if the behavior is repeated or of a violent nature and/or puts other program participants or staff at risk. Suspension, as well as duration, is to be determined by the YAS Program Coordinator. The severity or frequency of documented Incident Reports may also result in expulsion from the program.



Please Note:

An Incident may result in a suspension if the behavior is repeated or of a violent nature and/or puts other program participants or staff at risk. Suspension, as well as duration, is to be determined by the YAS Program Coordinator. The severity or frequency of documented Incident Reports may also result in expulsion from the program.


Zero Tolerance Policy

PRCS does not permit the use of tobacco products, alcohol, drugs or fireworks. The use or threat of use of weapons is also prohibited. In addition, theft, shoplifting, any violent or abusive behavior or destruction of property will not be tolerated. Any violation will result in **immediate** dismissal from the program with no refund.

The YAS program has a zero tolerance policy on bullying. The first incident will result in an Incident Report with a possible suspension from the program.

Inclement Weather/Program Cancellation

If school closes early, YAS will be cancelled for that day and parents and school officials are responsible for implementing emergency pick-up arrangements.

If school is... 

Delayed ➡ Program is open as usual.

Dismissed early ➡ Program is closed.

Closed ➡ Program is closed.

If weather conditions staff may contact parents normal. **YAS staff will remain on site until all participants have been picked up.**

worsen during program hours, site to pick up participants earlier than

School/program closings or delays will be announced on:

Radio Stations: WAGE 1200 AM, WINC 92.5 FM, WZYQ 103.9 FM

Television Stations: WUSA TV 9, WTTG TV 5, WRC TV 4, WJLA TV 7

Website: www.LCPS.org



Alert Loudoun

Loudoun County, VA uses the Citizen's Alert Network to immediately contact you during a major crisis or emergency and also to keep you informed about other news and events in Loudoun County. Alert Loudoun delivers important emergency alerts, notifications and updates to you on all your devices:

- email account (work, home, other)
- cell phone (via SMS)
- Smartphone

When a major incident or emergency occurs, authorized senders may instantly notify you using Alert Loudoun. Alert Loudoun is your personal connection to real-time updates, instructions on where to go, what to do, or what not to do, who to contact and other important information.

There are also non-emergency categories to sign up for, such as news releases, sports information and tax deadline reminders.

Visit www.loudoun.gov and click "Sign up for Alert Loudoun" on the left side of page for more information and to sign up!

Policy on Shelter in Place

Dear Participants and/or Parents:

The events of recent years have made us all keenly aware of the need to review and refine the Department of Parks, Recreation and Community Services emergency plan. With that in mind, preparing for emergencies requires considering all likely scenarios. We believe that all County facilities are very safe during emergency situations. The Department has updated our emergency response plan to include the “Shelter in Place” concept. This concept has been added to the Loudoun County Public Schools Emergency Response Plan and is another safeguard to protect our participants and staff.

As you may know, “Shelter in Place” is designed to create a neutral atmosphere within a building by shutting down all ventilation systems and closing all doors and windows. The procedure is intended to seal off a building for a limited time if there is a chemical threat. “Shelter in Place” will help keep chemical agents from leaking into buildings and therefore protect all that remain inside.

In the event that a “Shelter in Place” procedure must occur, all Parks, Recreation and Community Services program participants will be directed by emergency officials to remain inside and follow procedures. During this time, no one will be permitted to enter or leave until emergency officials have given an all-clear status. The Department is prepared to provide water and food for our participants for the limited time that the plan is necessary.

Due to the heightened awareness of emergency preparedness, please, if needed, immediately update your emergency contacts and medical information that we have on file. During emergency situations, we will make every effort to communicate the status of all facilities and programs through local television, radio and the County web site. The new alert system enables citizens to sign up to receive instant alert notifications from County agencies through mobile devices and email.

Citizens may register for this free service at www.loudoun.gov, e-Services, link to Citizen Alert System and register for PRCS Childcare Emergency Alert Plan.

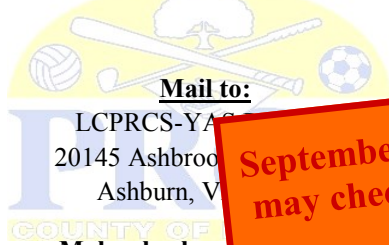
While working with other County agencies, the Department continues to refine our safety plans. Your patience and understanding, should an emergency arise, is essential in order for the department to safely protect our program participants and calmly reopen our facilities.

Please be assured that staff is committed to the safety of all our participants. If you have any questions or comments, please give me a call at 703-777-0343.

Sincerely,

Steve Torpy, Director

Loudoun County Parks, Recreation and Community Services

YAS 2015—2016

Mail to:
LCPRCS-YAS
20145 Ashbrook
Ashburn, VA

Make checks payable to:
County of Loudoun

September YAS \$50 per child

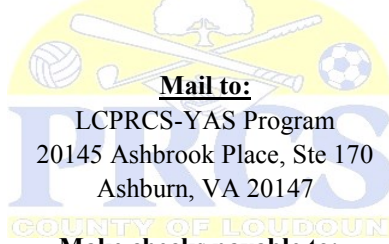
Household #: _____

Child's Name: _____

Payment Due: August 1st, 2015

September Fees were collected during the Registration Process. You may check your Webtrac Account at www.loudoun.gov/prcs to confirm this payment.

Total Paid: \$ _____

YAS 2015—2016

Mail to:
LCPRCS-YAS Program
20145 Ashbrook Place, Ste 170
Ashburn, VA 20147

Make checks payable to:
County of Loudoun

October YAS \$50 per child

Household #: _____

Child's Name: _____

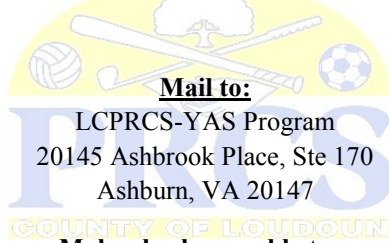
Child's Name: _____

Payment Due: September 1st, 2015

Amount Due: \$50

Total Participants: x _____

Total Paid: \$ _____

YAS 2015—2016

Mail to:
LCPRCS-YAS Program
20145 Ashbrook Place, Ste 170
Ashburn, VA 20147

Make checks payable to:
County of Loudoun

November YAS \$50 per child

Household #: _____

Child's Name: _____

Child's Name: _____

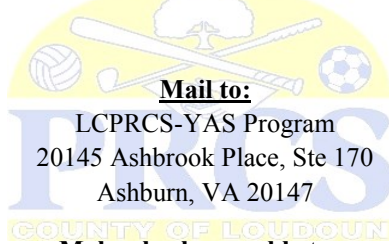
Child's Name: _____

Payment Due: October 1st, 2015

Amount Due: \$50

Total Participants: x _____

Total Paid: \$ _____

YAS 2015—2016

Mail to:
LCPRCS-YAS Program
20145 Ashbrook Place, Ste 170
Ashburn, VA 20147

Make checks payable to:
County of Loudoun

December YAS \$50 per child

Household #: _____

Child's Name: _____

Child's Name: _____

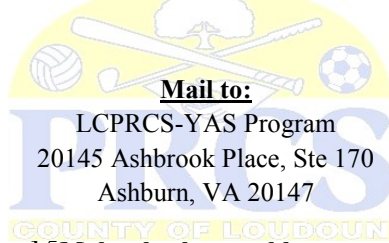
Child's Name: _____

Payment Due: November 1st, 2015

Amount Due: \$50

Total Participants: x _____

Total Paid: \$ _____

YAS 2015—2016

Mail to:
LCPRCS-YAS Program
20145 Ashbrook Place, Ste 170
Ashburn, VA 20147

Make checks payable to:
County of Loudoun

January YAS \$50 per child

Household #: _____

Child's Name: _____

Child's Name: _____

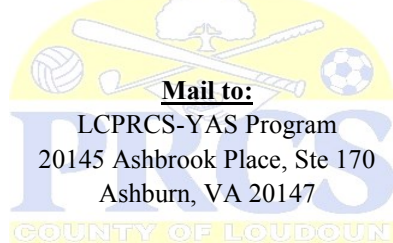
Child's Name: _____

Payment Due: December 1st, 2015

Amount Due: \$50

Total Participants: x _____

Total Paid: \$ _____

YAS 2015—2016**Mail to:**

LCPRCS-YAS Program
20145 Ashbrook Place, Ste 170
Ashburn, VA 20147

Make checks payable to:

County of Loudoun

February YAS \$50 per child

Household #: _____

Child's Name: _____

Child's Name: _____

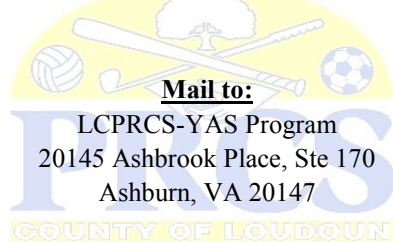
Child's Name: _____

Payment Due: January 1st, 2016

Amount Due: _____ \$50

Total Participants: x _____

Total Paid: \$ _____

YAS 2015—2016**Mail to:**

LCPRCS-YAS Program
20145 Ashbrook Place, Ste 170
Ashburn, VA 20147

Make checks payable to:

County of Loudoun

March YAS \$50 per child

Household #: _____

Child's Name: _____

Child's Name: _____

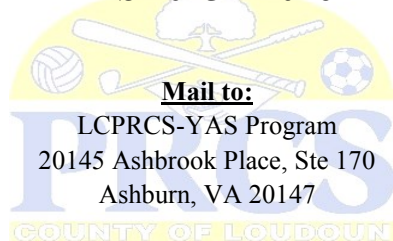
Child's Name: _____

Payment Due: February 1st, 2016

Amount Due: _____ \$50

Total Participants: x _____

Total Paid: \$ _____

YAS 2015—2016**Mail to:**

LCPRCS-YAS Program
20145 Ashbrook Place, Ste 170
Ashburn, VA 20147

Make checks payable to:

County of Loudoun

April YAS \$50 per child

Household #: _____

Child's Name: _____

Child's Name: _____

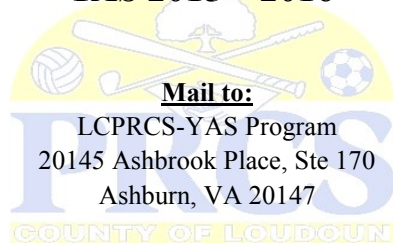
Child's Name: _____

Payment Due: March 1st, 2016

Amount Due: _____ \$50

Total Participants: x _____

Total Paid: \$ _____

YAS 2015—2016**Mail to:**

LCPRCS-YAS Program
20145 Ashbrook Place, Ste 170
Ashburn, VA 20147

Make checks payable to:

County of Loudoun

May YAS \$50 per child

Household #: _____

Child's Name: _____

Child's Name: _____

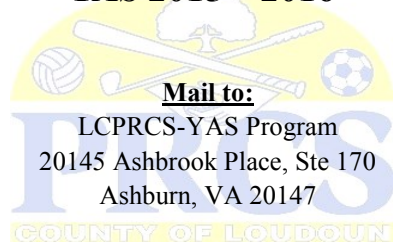
Child's Name: _____

Payment Due: April 1st, 2016

Amount Due: _____ \$50

Total Participants: x _____

Total Paid: \$ _____

YAS 2015—2016**Mail to:**

LCPRCS-YAS Program
20145 Ashbrook Place, Ste 170
Ashburn, VA 20147

Make checks payable to:

County of Loudoun

June YAS \$50 per child

Household #: _____

Child's Name: _____

Child's Name: _____

Child's Name: _____

Payment Due: May 1st, 2016

Amount Due: _____ \$50

Total Participants: x _____

Total Paid: \$ _____

Child's Name _____		Month _____		Year _____	
Monday	Tuesday	Wednesday	Thursday	Friday	
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	
<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	
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<div></div>	<div></div>	<div></div>	<div></div>	<div></div>	

*Please list any days that your child is scheduled to be absent from the YAS program. On days that your child will arrive late to the YAS program, please indicate the expected arrival time.

